

JobsUSITT

USITT's classified section has evolved! What was once just part of the monthly electronic newsletter *Sightlines* is now a separate comprehensive employment listing service... **JobsUSITT**.

JobsUSITT is published weekly on the USITT website, offering advertisers more timely publication of open positions.

A link to **JobsUSITT** is in every issue of *Sightlines* and on the front page of the website, prompting potential candidates to peruse the latest openings. A search feature allows them to locate jobs in certain settings, driving more of the best-suited candidates to your posting.

USITT - United States Institute for Theatre Technology, Inc. is the Association of Design, Production, and Technology Professionals in the Performing Arts and Entertainment Industry. Founded in 1960, the Institute's mission is to actively promote the advancement of the knowledge and skills of its members.

USITT's 3,700+ membership includes scenery, costume, sound and lighting designers; scenery, costume, sound and lighting technicians; properties, makeup and special effects craftspersons; stagehands; architects; theatrical consultants; acousticians; performing arts educators and staff; and performing arts manufacturers, suppliers and distributors throughout North America and 40 other countries.

INSTRUCTIONS

Advertiser must complete a simple on-line form to place a JobsUSITT ad.

The form is available on the USITT web site at <http://www.usitt.org/JobsUSITT/PageInstructions.html>

Advertiser will be asked for:

- contact information
- ad content, including position title, location, category, and description
- ad start date and number of insertions
- USITT membership status to apply any discounts
- credit card data as payment

Advertiser can review submitted information and ad costs before entering payment information. After payment information has been entered, a screen confirms if the ad has been submitted successfully and reflects other pertinent ad information. The ad is transmitted to USITT for review and payment. Once the review has been completed and payment has been approved, a confirmation and receipt is e-mailed to the advertiser.

RATES

\$1.00 per word per 30 day insertion. \$50 minimum charge applies to ads 49 words or less.

Example: an ad containing 75 words submitted for two insertions would cost 75 (number of words) x \$1 (rate) = \$ 75.00 x 2 (no. of insertions) = \$150.00

See the Member Advantage Program section on the reverse for details on member discounts

PUBLICATION SCHEDULE

New ads will be published weekly on Thursdays at 12:01 am (MT). Ads submitted by 11:59 pm (MT) on Tuesdays will be published on Thursdays at 12:01 am. The chart below illustrates the weekly timeline.

Monday 1	Tuesday 2 <i>Deadline</i>	Wednesday 3	Thursday 4 <i>Publication</i>	Friday 5	Saturday 6	Sunday 7
ads placed today publish on Thurs. the 4th at 12:01 am (MT)	ads placed today* publish on Thurs. the 4th at 12:01 am (MT) *by 11:59 pm MT	ads placed today publish on Thurs. the 11th at 12:01 am (MT)	ads placed today publish on Thurs. the 11th at 12:01 am (MT) ads placed by 11:59 pm MT on Tuesday the 2nd publish today	ads placed today publish on Thurs. the 11th at 12:01 am (MT)	ads placed today publish on Thurs. the 11th at 12:01 am (MT)	ads placed today publish on Thurs. the 11th at 12:01 am (MT)
Monday 8	Tuesday 9 <i>Deadline</i>	Wednesday 10	Thursday 11 <i>Publication</i>	Friday 12	Saturday 13	Sunday 14
ads placed today publish on Thurs. the 11th at 12:01 am (MT)	ads placed today* publish on Thurs. the 11th at 12:01 am (MT) *by 11:59 pm MT	ads placed today publish on Thurs. the 18th at 12:01am (MT)	ads placed today publish on Thurs. the 18th at 12:01am (MT) ads placed by 11:59 pm MT on Tuesday the 9th publish today	ads placed today publish on Thurs. the 18th at 12:01am (MT)	ads placed today publish on Thurs. the 18th at 12:01am (MT)	ads placed today publish on Thurs. the 18th at 12:01am (MT)

Note: No cancellations after an ad has been submitted online. Advertisers should consider this before committing to multiple insertions.

MEMBER ADVANTAGE PROGRAM

USITT organizational members can take advantage of the following discounts and marketing opportunities.

Contributing Members

(\$1,100 annual dues) enjoy:

- 15% discount on advertising rates for one or four-time insertions in *TD&T*
- 20% discount on *Membership Directory* and *Conference Program* advertising for members with four-time *TD&T* insertion agreements
- Unlimited free *JobsUSITT* ads
- Unlimited free access to the membership mailing list

Sustaining Members

(\$660 annual dues) enjoy:

- 10% discount on advertising rates for one or four-time insertions in *TD&T*
- 15% discount on *Membership Directory* and *Conference Program* advertising for members with four-time *TD&T* insertion agreements
- One free *JobsUSITT* ad
- Unlimited access to the membership mailing list with first use free

Organizational Members

(\$200 annual dues) enjoy:

- 5% discount on advertising rates for one or four-time insertions in *TD&T*
- 10% discount on *JobsUSITT* ads
- Unlimited access to the membership mailing list with 50% off first use

Annual dues amounts valid through June 30, 2007.

TERMS AND REGULATIONS

1. Prepayment by credit card is required for all ad placements.
2. Ad placement is not confirmed until USITT has reviewed the ad and processed payment. Once payment has been approved, the advertiser receives a confirmation and receipt via e-mail from jobs.usitt@office.usitt.org. Advertiser will not receive any further correspondence or confirmation from USITT.
3. Cancellations: No cancellations accepted after an ad has been submitted online.
4. All copy is subject to approval by United States Institute for Theatre Technology, Inc. USITT reserves the right to reject or cancel any advertising which does not conform to the standards of the publication.
5. Advertiser is strictly liable for the content of its advertisements and agrees to defend, indemnify and hold harmless USITT for claims arising from the publication of the advertisement.
6. Where any advertisement is placed by an agency on behalf of an advertiser, the company and agency are jointly and severally liable for advertising charges.
7. The sole obligation of USITT as to any failure or default on its part shall be limited to a refund of paid advertising charges.

QUESTIONS?

PHONE: **800-938-7488** or
315-463-6463

FAX: **866-398-7488 Toll Free**
or **315-463-6525**

e-mail: **jobs.usitt@office.usitt.org**

United States Institute for Theatre Technology, Inc.

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